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ABSTRACT

The Committee was established in 1967 to advise the Director-General on questions of documentation in general, and in particular on those related to subject fields of interest to UNESCO. The second session, reported here, was devoted to the examination of UNESCO's activities in documentation, libraries and archives in 1967-1968; UNESCO's program for documentation, libraries and archives in 1969-1970; suggestions for UNESCO's future program for documentation, libraries and archives; and relations with international organizations active in this field. (Author/NH)

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UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION

# INTERNATIONAL ADVISORY COMMITTEE ON DOCUMENTATION, LIBRARIES AND ARCHIVES

Second Session, Paris, 19-22 August 1969

## REPORT OF THE SESSION

SUMMARY

The second session of the International Advisory Committee on Documentation, Libraries and Archives, was devoted to the examination of Unesco's activities in documentation, libraries and archives in 1967-1968; Unesco's programme for documentation, libraries and archives in 1969-1970; suggestions for Unesco's future programme for documentation, libraries and archives; and relations with international organizations active in this field.

The Committee was established in 1967 to advise the Director-General, at his request, on questions of documentation in general, and in particular on those related to subject fields of interest to Unesco. It replaces the International Advisory Committee on Bibliography, Documentation and Terminology, which fulfilled similar tasks until 1967.

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INTERNATIONAL ADVISORY COMMITTEE ON
DOCUMENTATION, LIBRARIES AND ARCHIVES

Second Session, Paris, 19-22 August 1969

REPORT OF THE SESSION

## I. OPENING OF THE SESSION

The meeting was opened on behalf of the Director-General by Mr. Tor GJESDAL, Assistant Director-General in charge of Communication, who drew attention to the important developments in the field of documentation, libraries and archives which had occurred since the first session of the Committee and were likely to continue.

The establishment of a Department of Documentation, Libraries and Archives had opened up for Unesco and various co-operating bodies a new approach to the extremely complex problem of documentation.

As in any period of transition, activities of proven value had emerged in a clearer perspective, while fresh thinking and modern techniques at the same time suggested additional programme trends. Practical work to meet the actual needs of Member States, frequently in more traditional respects, had to be combined with forward-looking intellectual planning to meet their future needs.

Unesco had continued to give assistance to Member States for the establishment and development of all types of documentation, library and archives services. Priority attention was given to the training of personnel. An example of a new practical approach was an audio-visual course for training librarians in service in areas where there are no library schools; this now had been successfully tested in one group of Member States. Planning of library and documentation services was of equal importance; the International Institute of Educational Planning and Unesco's Regional Centres for Educational Planning in Africa, Latin America and Asia will incorporate this subject in the curriculum for their future courses. The United Nations Institute for Training and Research will also include it in its courses in public administration for personnel from developing countries.

Co-operation with non-governmental organizations active in the field of documentation, libraries and archives had improved, but would gain from better planning of activities by the non-governmental organizations themselves.

Mr. GJESDAL stated that, in spite of all efforts towards rationalization, co-ordination and co-operation, strong opposing tendencies were still to be noted in the three particular areas covered by the Committee's mandate. We were witnessing both a dispersion of activities and a splitting of capacities. And there were trends towards self-sufficiency and a narrow approach to common prcblems on the part of other disciplines in need of documentation services.

The increased demand for documentation and library services at all levels and the veritable explosion of scientific and technical literature had created serious problems of co-ordination concerning disciplines, so far mainly in the most developed countries.

Pressures resulting from this great challenge were actually broadening and deepening the whole problem of providing access to information. Librarianship, which formerly was entirely concerned with access to information in books and periodicals, was gradually widening its scope both as regards information to be handled or retrieved and information to be disseminated. Documentation, which emerged as a body of techniques to give access to specialized information contained in journals, reports and other documents, and to process and communicate by traditional or more modern methods all the knowledge needed, now found itself at the centre of a full spectrum of the complex

studies. They include on the one hand the problems of relations to the more traditional forms of librarianship and on the other hand those highly scientific and technical studies of the elements and processes of communicating specialized information which were the domain of the information scientist. Recent developments, particularly in the mechanization of library and bibliographical records, of information storage and retrieval, and in reprography, had occurred with amazing rapidity. All scientific techniques involving computer hardware and software, reprography and others, had not changed the fact that access to the vast bulk of specialized information as well as of cultural concepts was still through the printed word.

For these reasons, librarians and documentalists should join efforts in order to build up a common discipline, covering the various aspects of information control rather than allowing it to be divided in opposing branches. The Committee might advise Unesco on how the Organization could best use its influence to improve co-ordination and strengthen co-operation, on how concentration of all qualified efforts could best be effected.

Mr. GJESDAL pointed out that Unesco's responsibility was to advise Member States both on present possibilities and on likely future developments and trends. The Secretariat attached great importance to the new information technology based upon innovations in computer technology, reprography and microcopying techniques on the one hand, and upon scientific research on the other. But in many respects Unesco could not move faster that its Member States without the risk of opening a gap between the Organization and several or many of them, a deplorable gap corresponding to that in science and technology between the advanced and the developing countries. At the same time Unesco must always look ahead, even far ahead.

Thus, the Committee was asked to prepare bold, and at the same time realistic suggestions for a future programme, with clear recommendations for priority action corresponding to the general policy of Unesco in the fields of education and science, culture and communication and providing a proper balance among documentation, libraries and archives.

The Future Programme would be implemented in co-operation with non-governmental organizations active in the field of interest of the Committee. These international organizations had in the past shown a deep understanding of Unesco's programme and would undoubtedly wish to support it also in the future.

## II. THE AGENDA OF THE SESSION

The meeting examined successively the following points on its agenda: Report on Unesco's activities in documentation, libraries and archives in 1967-1968; Report on the joint ICSU/Unesco feasibility study on the establishment of a world science information system (UNISIST); Unesco programme for documentation, libraries and archives in 1969-1970; Suggestions for Unesco's Future Programme for documentation, libraries and archives; Relations with international organizations active in this field.

## III. ELECTION OF THE BUREAU

The following officers were elected unanimously:

Mr. J. CAIN, Membre de l'Institut, Administrateur général honoraire de la Bibliothèque Nationale, Paris. — Chairman

Mr. S. ADAMS, Special Assistant, Office of the Foreign Secretary, National Academy of Science, Washington D.C., United States of America. — Vice-Chairman

Mr. E.S. EL-SHENITI — Vice-Chairman
Under-Secretary of State for
Libraries and Archives,
Ministry of Culture,
Cairo, United Arab Republic.

Mr. L.G. WILSON — Rapporteur
Secretary (Administration)
Commonwealth Scientific and Industrial
Research Organization (CSIRO)
Melbourne, Australia.

## IV. GENERAL

At the outset the Chairman addressed the Committee and recalled the stress at present being given by Member States to economic and social development, noting that programmes in documentation, libraries and archives should be related to this general need.

He informed the Committee that, in proposing to the General Conference in 1966 the establishment of a new Department of Documentation, Libraries and Archives, the Director-General had shown his intention of closely linking the activities of the new department, as well as those of the other departments in the Communication Sector, with the activities of other programme sectors in Unesco. Like radio or television, libraries and all means of promoting book development should be considered in relation to education, science and culture, taking into account the priorities fixed by the General Conference at its successive sessions. The preservation of man's cultural heritage should, nevertheless, not be forgotten.

The Committee observed that education, as here considered, must be viewed as a continuing process, embracing all levels from primary education and literacy programmes, through to the university and graduate studies, and including life-long education and the use of leisure time. In this context, the printed word, graphic records and other methods of communication, and the institutions, libraries, documentation services and archives established to promote their utilization, must be considered as indispensable components of the educational process.

For the advancement of the sciences, a systematic cumulative record of the results of reseach - in all fields and international in scope - and the dissemination of these results are essential, particularly today, when nations are applying the rapidly developing new knowledge and new technologies for the economic and cultural benefit of their peoples. The guarantee of free access to this extremely complex record must be assured.

The vital importance of proper education and training of documentation personnel by all available methods was emphasized throughout the Committee's discussions, training being recognized as an indispensable prerequisite for the development of documentation library and archives services.

It was agreed that in the course of its deliberations, and in the preparation of its final report, the Committee would bear in mind that, while the report constituted a recommendation to the Director-General of Unesco, it was also of immediate interest to Member States, the United Nations system of organizations, including the United Nations Development Programme, and many other international governmental as well as non-governmental professional organizations. In this connexion, the Committee discussed the areas which were covered by the words "documentation, libraries and archives", and agreed that, in general terms, the expression "documentation" could be taken to be all-embracing. However, the particular part played by libraries and archives was emphasized.

## V. PROCEEDINGS AND RECOMMENDATIONS

### 1. Report on Unesco's activities in documentation, libraries and archives in 1967-1968

Consideration was given to the working document COM/IACOD/69/3, which set out in broad terms Unesco's activities relating to documentation, libraries and archives throughout the programme of the Organization in the past biennium.

The Committee noted with satisfaction the development that had taken place in this area since its last meeting: for instance, the establishment of an interdepartmental committee dealing with documentation, and the reorganization of the Library and Documentation Service of the Unesco Secretariat. It also noted Unesco's continuing co-operation with other organizations of the United Nations system and with international organizations active in the field of documentation, libraries and archives, in particular the joint meetings that had been held with officers of non-governmental organizations.

2. Report on the joint ICSU/Unesco feasibility study on the establishment of a world science information system (UNISIST)

The Committee had before it the reports of the three sessions, held in 1967, 1968 and 1969, of the ICSU/Unesco Central Committee to study the feasibility of a world science information system (UNISIST). A progress report on the project was delivered by Mr. Scott Adams who had attended these meetings as an observer on behalf of the International Advisory Committee on Documentation, Libraries and Archives.

It was now clear that UNISIST would take the form of a network of existing and future national, regional and international information services concerned with documentation, each using its own language but with compatible rules of procedure and terminology so as to facilitate interchange and co-operation. It was clear also that many national and international bodies would be involved in the implementation of UNISIST, particularly as the study so far had revealed the need to extend the scope to include the engineering sciences and technology. Recent moves by the World Federation of Engineering Organizations, and also the symposium being organized by the International Federation for Documentation on the transfer of science and technology to industry, were relevant.

The development of UNISIST, to which Unesco was committed, was important from the point of view of the Committee's deliberations on the future programme. The Department of Documentation, Libraries and Archives would have a particular rôle to play in identifying gaps in national and international documentation services and helping to establish or strengthen suitable infrastructures in Member States, without which the benefits of UNISIST could not be realized.

While the present feasibility study related only to the sciences, there was a possibility of applying its findings to further areas; the project had very significant implications for other areas of activity - agriculture, health, social sciences, human sciences, culture, etc. The suggestion was made that, like the Advisory Committee itself, the International Committee on Social Science Documentation, the International Council for Social Sciences and the International Council for Philosophy and Humanistic Studies should be invited to send observers to meetings of the UNISIST Central Committee. The interests of other bodies should also be borne in mind. It was noted that representatives of United Nations agencies had attended meetings of the Central Committee.

3. Report on Unesco's programme for documentation, libraries and archives for 1969-1970

The Committee had before it a working document, COM/IACOD/69/5, giving an outline of the Unesco programme relating to documentation, libraries and archives during the period 1969-1970. It was noted that these current activities formed part of Unesco's continuing programme which had been formulated with the help of specialist advisory committees and offered a framework for the future. The important rôle of the Unesco Secretariat's interdepartmental committee on documentation, where all programmes relating to documentation were discussed, was again emphasized.

The Committee paid particular attention to a proposal for the establishment within Unesco itself of a compter-based information storage, retrieval and dissemination service.

4. Unesco's future programme for documentation, libraries and archives

The Committee's attention was drawn to the resolution adopted by the General Conference at its fifteenth session relating to possible future Unesco programmes. The special priority given to the solution of problems in the fields of education and science was noted. However, the Committee felt that, when establishing programme priorities, due attention should nevertheless be paid to what might be termed "the ecology of mankind", that is to say, the interaction between man and his environment and indeed between man and man. It was noted with regret that the resources so far available to Unesco for action in the fields of documentation, libraries and archives were somewhat limited.

The Committee felt that attention should be drawn to general considerations and observations made at its first session in September 1967 (document COM/CS/125/5) and to the progress made in formulating proposals for UNISIST.

The Committee noted that the rôle of the department was to develop a documentation, library and archives technology which could be applied to all areas of Unesco's programme.

It seemed to the Committee that the department had a particular responsibility to advise and assist Member States not only in the establishment and development of national, regional and international documentation infrastructures capable of drawing on the foreseen potential of UNISIST, but also in ensuring that progressive plans are drawn up in all countries to teach, at the earliest possible stage, all members of their communities to draw on both the accumulated and the accumulating knowledge available to mankind.

Bearing these matters in mind, the Committee foresaw, in broad terms, a need to concentrate not only Unesco resources but also those of Member States and international non-governmental organizations on:

1. A continuing analysis of the planning and improvement of national, regional and international services relating to documentation, libraries and archives in all disciplines and areas of human activity, as a basis for the provision of direct assistance for these services.

2. Training in documentation, library and archives work, including the training in these professions of both general and specialist teachers, as well as education planners, in order that proper knowledge in these areas can be transferred to all users and potential users of these services.

3. Development of a world science information system such as UNISIST, and a study of its possible extension to other areas and disciplines.

4. Application of modern documentation techniques to archives, with particular emphasis on the possible exploitation of historical archival material and of records held by governments and commercial enterprises.

5. The support and encouragement of research in the fundamental concepts of documentation and their application - bearing in mind the efforts already being made throughout the world.

6. Development and unification of an integrated documentation, library and archives service within Unesco. Particular stress was laid on the importance of Unesco being in a position to demonstrate the advantages of using modern techniques, a field in which Unesco should be a leader. The potential use of the system in comparable situations in Member States as a method for the training of specialists was also emphasized.

The Committee recognized that the above suggestions could only point to areas where concentration was desirable and were not sufficiently precise to form the basis for a long-term programme or even one for the forthcoming biennium 1971-1972. Nevertheless, it believed that they might indicate certain paths which should be followed.

In the formulation of a more precise documentation programme, serious consideration should be given within Unesco itself to the further development and adaptation of such techniques as "programme budgeting" and "programme evaluation", which were already applied in many institutions throughout the world. The application of such techniques could help to define, budget, execute and finally evaluate a programme and its constituent projects. It could assist Unesco itself in determining future directions, serve as a guide to Member States and increase the effectiveness of advice given by specialists and experts. These studies and techniques should also help to identify Unesco's rôle in documentation, library and archives matters as related to other institutions within Member States, the United Nations system of organizations and those non-governmental organizations working in this and related fields. These methods would, in general, permit the collection of information which was essential for the proper assessment of Unesco's programmes. Their adoption, the Committee felt, would not involve heavy expenditures but would draw upon expertise available in the community.

In this connexion, the Committee considered it desirable to develop a planned programme, the components of which should be phased over a period of years, with the possibility of renewal if this could be shown to be necessary. It was recommended that the members of the Committee and, particularly, the members of its Bureau be consulted between sessions. Attention was also drawn to the need for a continuing link by correspondence between the Secretariat responsible for the programme and the members of the Committee, bearing in mind their particular expertise (COM/CS/125/5, page 6, D (i)).

The Committee examined in detail some aspects of the future programme and was thus able to complement the broad outline given above with the following suggested projects (not in order of priority):

(a) Support for research on

(i) the rôle of mechanization in documentation, libraries and archives;
(ii) the broad implications of the lack of adequate documentation, library and archives facilities in many Member States.

(b) The development of projects - including a study of curricula in documentation, library and archives schools - relating to the introduction of documentation and library training at all levels of national educational systems, thus enabling all sectors of the community to use effectively the tools already available and those which will become available in the foreseeable future.

(c) Continuing support for specific training projects, such as

(i) training for teachers of documentalists, librarians and archivists, particularly at the national and regional levels, so as to alleviate critical manpower deficiencies;
(ii) training and education of users, or potential users, of the documentation services provided, or to be provided, at all levels of the community, especially in those countries which may be less advanced in particular areas. The development of special teaching techniques in this field, for example audio-visual aids, was stressed.

(d) Specific studies relating to the extension of knowledge and experience already gained from UNISIST to areas other than the natural sciences. The possibility of using existing institutions should be considered.

(e) Computerization, at the earliest opportunity, of Unesco's own documentation and publication activities, extending subsequently to all holdings and acquisitions of documents and publications, irrespective of origin.

(f) An examination of the possibility of using the proposed Unesco computer service to facilitate the synthesis of the results of research throughout the world in the fields of documentation, libraries and archives; the organization of referral and switching services for information activities.

(g) A study of the possibility of making available to Member States a list of specialists who would be prepared to serve as visiting experts in the fields of documentation, libraries and archives.

(h) A study of the possibility of establishing, in the various regional offices throughout the world, services which would provide reference, advice and assistance in the development of documentation, libraries and archives and in the implementation of UNISIST in Member States of a region.

(i) Organization of a meeting of archives experts to define the general lines of Unesco policy on archives and to explore ways and means of preparing a basic document as a reference work for the organization, management, restoration, etc., of archives.

(j) Broadening the content of the Unesco bulletin for libraries to cover all aspects of documentation, libraries and archives to enable it to serve, eventually, as a forum for discussion for professionals in these fields.

(k) Assistance for the international standardization of library statistics (document COM/MD/6).

(l) Further assistance to be sought from all sources - governmental, non-governmental and international - to help preserve the unique deposits held by the libraries of Florence and Venice.

5. Relations with international organizations active in the field of documentation libraries and archives

The Committee heard statements by representatives of the various non-governmental organizations attending the session, who outlined their on-going programmes and future plans. It was suggested future plans should be executed by the respective organizations in collaboration with Unesco. The part played by these and other bodies in the preparation of international bibliographies covering all disciplines was noted.

The Committee recommended that Unesco seek to strengthen its ties and collaboration with the organizations represented at the meeting and also with other organizations able to contribute to the furthering of a balanced and broadly conceived programme in the field of documentation, libraries and archives.

ANNEX I

LIST OF PARTICIPANTS/LISTE DES PARTICIPANTS

MEMBERS OF THE COMMITTEE/MEMBRES DU COMITE

| | |
|---|---|
| Mr. S. ADAMS | Special Assistant, Office of the Foreign Secretary, National Academy of Science, 2101 Constitution Av., N.W., Washington, D.C., U.S.A. |
| Mr. N.B. ARUTJUNOV | Head, Directorate for Scientific and Technical Information of the State Committee for Science and Technology of the USSR Council of Ministers, 11 Gorki Street, Moscow, USSR. |
| Mr. J. CAIN | Membre de l'Institut, Administrateur général honoraire de la Bibliothèque Nationale, Musée Jacquemart-André, 158 Bd. Haussmann, Paris 8e, France. |
| Mr. E.S.M. EL-SHENITI | Under-Secretary of State for Library and Archives, National Library, Ministry of Culture, Cairo, UAR. |
| Mr. D.J. FOSKETT | Librarian, Institute of Education, London University, 11/13 Ridgemount Street, London W.C.1, England. |
| Mr. S. HAMADA | President, Japan Information Centre of Science and Technology (JICST), 1-1 2 Tyome Nagatatyo, Tyoda-ku, C.P.O. 1478, Tokyo, Japan. |
| Mr. K. HAVLICEK | Director, UTEIN, Central Office of Scientific, Technical and Economic Information, Ul, Konvitská 5, Prague, Czechoslovakia. |
| Miss J.E. SABOR | Directora, Centro de Investigaciones Bibliotecológicas, Independencia 3065, Buenos Aires, Argentina. |
| Mr. L. SANCHEZ-BELDA | Absent. Represented by: |
| Mr. A. MUT CALAFELL | Archivero, Dirección General de Archivos y Bibliotecas, Ministerio de Educación y Ciencia, Eduardo Dato 31/33, Madrid, Spain. |
| Mr. Y. TOUREH | Professeur, Ecole Normale Supérieure, B.P.8010, Abidjan, Côte-d'Ivoire. |
| Mr. H. TVETERAS | Director-General, National Office for Research and Special Libraries, Drammensveien 42, Oslo, Norway. |
| Mr. L.G. WILSON | Secretary (Administration), Commonwealth Scientific and Industrial Research Organization (CSIRO), POB 89, 314 Albert Street, E. Melbourne 3002, Victoria, Australia. |

OBSERVERS/OBSERVATEURS

Organizations of United Nations System/Organisations du système des Nations Unies

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| United Nations (UN)/Organisations des Nations Unies (ONU) | Mr. G. ROZSA<br>Mr. G.S. MARTINI |
| Food and Agriculture Organization (FAO)/Organisation des Nations Unies pour l'alimentation et l'agriculture (FAO) | Mr. M. MOULIK |
| World Health Organization (WHO)/Organisation mondiale de la santé (OMS) | Mr. H.A. IZANT |
| International Bank for Reconstruction and Development (IBRD)/ Banque internationale pour la reconstruction et le dèveloppement (BIRD) | Mr. M. ZLATICH |
| International Telecommunication Union (ITU)/Union internationale des tèlécommunications (UIT) | Mrs. G. PEROTIN |
| International Atomic Energy Agency (IAEA)/Agence internationale de l'énergie atomique (AIEA) | Mr. H.A. VESPRY |

International non-governmental organizations/Organisations internationales non-gouvernementales

| | |
|---|---|
| International Committee for Social Sciences Documentation (CIDSS)/Comité international pour la documentation des Sciences sociales (CIDSS) | Mr. J. PEYRIAT |
| International Council on Archives (ICA)/Conseil international des archives (CIA) | Mr. Ch. KECSKEMETI<br>Mr. B. MAHIEU |
| International Council of Scientific Unions (ICSU)/Conseil international des unions scientifiques (CIUS) | Mr. S. ADAMS |
| International Federation for Documentation (FID)/Fédération internationale de documentation (FID) | Mr. F.A. SVIRIDOV |
| International Federation of Library Associations (IFLA)/ Féderation internationale des associations de bibliothécaires (FIAB) | Mr. H. LIEBAERS<br>Mr. A. THOMPSON |
| International Organization for Standardization (ISO)/ Organisation internationale de normalisation (ISO) | Mr. J. LOCHARD |

SECRETARIAT

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| Mr. T. GJESDAL | Assistant Director-General in charge of Communication |
| Mr. O.A. MIKHAILOV | Director, Department of Documentation, Libraries and Archives |
| Mr. C.V. PENNA | Director, Division of Unesco Library and Documentation Service |
| Mr. P. LAZAR | Chief, Division for the Promotion of Research and International Co-operation in Documentation |
| Mr. K. ROBERTS | Acting Chief, Division for the Development of Documentation, Library and Archives Services |

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| Mrs. F. GALLO | Project Officer, Division for the Promotion of Research and International Co-operation in Documentation |
| Mr. A. WYSOCKI | Director, Division of Scientific Information and Documentation |
| Mr. A. GLINKINE | Director, Division for the International Development of Social Sciences |
| Mrs. A. FURTADO | Project Officer, Department of School and Higher Education |
| Miss I. SERRES | Project Officer, Department for the Advancement of Education |

## ANNEX II

### LIST OF DOCUMENTS DISTRIBUTED TO MEMBERS OF THE COMMITTEE

1. Provisional Agenda (COM/IACOD/69/1)
2. List of Members of the Committee (COM/IACOD/69/2)
3. Report on Unesco's activities in documentation, libraries and archives in 1967-1968 (COM/IACOD/69/3)
4. Report on the Joint ICSU/Unesco feasibility study on the establishment of a world science information system (UNISIST) (COM/IACOD/69/4)
5. Unesco programme for documentation, libraries and archives in 1969-1970 (COM/IACOD/69/5)
6. Unesco's future programme for documentation, libraries and archives (COM/IACOD/69/6)
7. Relations with international organizations active in the field of documentation, libraries and archives (COM/IACOD/69/7)
8. List of documents distributed to Members of the Committee (COM/IACOD/69/8)
9. Statutes of the International Advisory Committee on Documentation, Libraries and Archives (COM/CS/125/INF.5)
10. Rules of Procedure (COM/IACOD/69/10)